

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Industrial Disability Leave: Important Reminder	REFERENCE NUMBER: 2007-012
DATE ISSUED: 04/05/07	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transaction Supervisors
Return to Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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The purpose of this memorandum is to remind all agencies that each and every workers' compensation benefit payment needs to be authorized by State Compensation Insurance Fund in writing (or e-mail) **before** any funds are released and documentation of that authorization must stay with the payroll records.

Industrial Disability Leave (IDL) is an alternate benefit program paid to eligible employees in lieu of Temporary Disability (TD). To be eligible for IDL, an employee must be an active member of the California Public Retirement System (CalPERS) or the California State Teachers' Retirement System (CalSTRS). Enhanced Industrial Disability Leave (EIDL) is an extension of IDL and has most of the same requirements. Labor Codes 4800 and 4800.5 outline paid leave of absence for officers of the Department of Justice and California Highway Patrol respectively.

While TD is paid directly by State Compensation Insurance Fund, IDL, EIDL, and 4800 / 4800.5 time is paid by the agency through the State Controller's Office with **prior approval** from State Compensation Insurance Fund. For more information on IDL, EIDL and IDL with supplementation, please see PML 2002-060, available at:

<http://www.dpa.ca.gov/benefits/health/workcomp/RelatedPMLs.shtml>. For more information on how to process payroll, please see the Payroll Procedures Manual, available at:
<http://www.sco.ca.gov/ppsd/empinfo/links.shtml>.

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Instructions on processing workers' compensation payments may be found in the series of Workers' Compensation classes offered by the California State Controller at:

<http://www.sco.ca.gov/ppsd/stwidetrain/trngPrograms.shtml>. You may call the training administrator to register at (916) 322-0683 or (800) 735-2929 TTY.

If you have any questions regarding this memorandum, please contact Tracy Caldwell at (916) 445-9760

/s/Greg Beatty

Greg Beatty
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